

RESIDENTIAL NEW CONSTRUCTION

SITE AND BUILDING PLAN PACKET



This packet is intended as a basic information tool to acquaint owners and developers with Huntsville's permitting process. It is the owner's/developer's responsibility to be familiar with our rules, which may or may not be similar to what you are accustomed. However, as rules and procedures can sometimes seem complicated it is our intention to make this process as simple and easy as possible. Please review the material included here and direct any questions you may have to the Central Inspection Division at the City Service Center, 80 Highway 75 North or call 409-294-5717.

This packet includes:

- Site Plan Checklist
- Building Plan Checklist
- Description of Material/Specifications Form
- List of Adopted Building Codes
- List of Required Inspections
- Setback Code
- Building Permit Application
- Development Permit Application (attach site plan)

We hope this packet will assist you when designing your project and when you submit your plans and documents for review and permits.



The City of Huntsville is committed to the continued beautification of our hometown through the presentation of trees and greenspace. We enthusiastically encourage you to use innovative designs to help preserve our natural environment.

SITE PLAN INFORMATION

(The following checklist includes items that must be incorporated on your site plan)

3 copies are needed

1. ☐ Plans must be drawn to scale of not smaller than 1" = 50'.
2. ☐ Plans must show dimensions, bearing of all property lines and total square footage or acreage of site.
3. ☐ North direction arrow must be provided.
4. ☐ All existing and proposed structures must be shown with building dimensions and distances from property lines (setbacks).
5. ☐ Access (driveways) must be shown with dimensions, shape, and location.
6. ☐ All recorded public easements (sewer, water, gas, electrical, etc.) must be shown and properly dimensioned.
7. ☐ Public streets shall be shown with pavement width, curb or ditch location, sidewalk location and width, and right-of-way width.
8. ☐ Septic system and/or water well must be shown with size and location. A design by an engineer or registered sanitarian will be required before septic system location is approved.
9. ☐ Site topography, grading and drainage requirements for Standard Single Family and Duplex Residential construction.
 - a. Show existing ground elevation at all property corners, building corners, top of adjacent curb and ditch flowlines, as a minimum.
 - b. Show proposed finished floor elevations for house and garage, proposed lot drainage patterns and drainage improvements.
 - c. Show total cut and fill quantities for earth work if applicable.
10. ☐ Site landscaping must be shown with dimensions, tree sizes, if applicable, and total square footage of landscaped areas noted.
11. ☐ Parking areas must be clearly shown and dimensioned. Two parking spaces per residential structure (18' x 19').
12. ☐ Culvert application required if site is located on a non-curbed street.
13. ☐ Subdivision Plat or Boundary Line Adjustment required (if tract proposed for this development was created in its current size and shape after June 27, 1972, and was not properly subdivided).

BUILDING PLAN CHECKLIST

(The following checklist includes items that must be incorporated into the construction drawings)

1. ☐ Foundation Drawings:
 - a. layout showing beam locations and pier (if applicable) locations.
 - b. Beam details showing cross-sectional view with beam widths and depths.
 - c. Show reinforcement type and size and placement for beams and piers.
 - d. Details for the slab which include depth and reinforcement.

Note: beams must rest a minimum of 12 inches into undisturbed soil, rest on piers, or the building pad must be tested by a testing laboratory to verify 95 % modified compaction has been met.
2. ☐ Floor Plan: floor plan must include dimensions of all rooms with notation of what each room will be used for (ie: bedroom, kitchen, closet, etc.).
3. ☐ Framing Plan:
 - a. show details of roof framing that included size, grade, and proposed spans.
 - b. Ceiling and floor joist size, grade and proposed spans must be shown.
4. ☐ Electrical Plan:
 - a. show location of all fixtures and panels.
 - b. Show size of service (load calculations may be requested).
5. ☐ Elevation Drawings: front, rear, left and right side elevations of house must be shown.

DESCRIPTION OF MATERIALS/SPECIFICATIONS

(Please submit this completed form or a like completed form with your construction drawings)

This form must be completed and submitted with plans

Foundation

- A. Fill Material _____ minimum 90% proctor
Slab Thickness _____ minimum 2500 psi
Water Proofing _____
Termite Protection _____
Beam Thickness and Depth _____
Rebar Size _____
Wire Mesh Gauge # _____
- B. Concrete block size _____ Spacing _____
Sill size _____ Treated _____

Floor

- Joist size _____ Spacing _____
Decking size _____

Exterior Walls

- Wood member size _____ Spacing _____
Corner ties _____
Sheathing _____
Siding _____
Wind Bracing _____
Felt _____

Interior Walls

- Wood member size _____ Spacing _____
Finish material _____

Ceiling

- Joist size _____ Spacing _____
Finish material _____

Rafter

- Rafter size _____ Spacing _____
Collar tie size _____ Spacing _____
Purlin size _____ Spacing _____
Decking, exterior grade and size _____

Roof

- Roofing material _____

Doors/Windows

Door header size _____
Window header size _____

Span of opening _____
Span of opening _____

Floor plan required showing location and size of the following:

Entrance door size _____
Rear door size _____
Interior door sizes _____
Window sizes _____

Plumbing

Sink _____
Lavatory _____
Bathtub _____
Shower stall _____
Water piping material _____
Water piping size _____
Sewer piping material _____
Sewer piping size _____
Water heater size _____

Heating and A/C

Heating type _____ Total BTU's _____ AMP size _____
A/C type _____ Total BTU's _____ AMP size _____

Electrical wiring

Service size _____ Overhead _____ Underground _____
Location of panel _____ Circuit breaker number _____
Wiring type-minimum #12 _____

Insulation

Ceiling type _____ Size _____ "R" Rate _____
Exterior wall type _____ Size _____ "R" Rate _____

Miscellaneous

Porches _____
Garage _____
Walks _____
Drives _____
Landscaping _____
Finish grade _____

Date: _____

Signature: _____

BUILDING CODES

The City of Huntsville has adopted the following documents related to building and construction (see Chapters 6, 7 and 8, City of Huntsville Code of Ordinances for the latest additions and amendments to these codes):

- (1) Standard Building Code; Southern Building Code Congress International, Inc. (SBCC) 1997
- (2) Standard Housing Code; Southern Building Code Congress International, Inc. (SBCC) 1997
- (3) Standard Excavation and Grading Code; Southern Building Code Congress International, Inc. (SBCC) 1975
- (4) Standard Swimming Pool Code; Southern Building Code Congress International, Inc. (SBCC) 1997
- (5) Standard Mechanical Code; Southern Building Code Congress International, Inc. (SBCC) 1997
- (6) Standard Gas Code; Southern Building Code Congress International, Inc. (SBCC) 1997
- (7) Standard Plumbing Code; Southern Building Code Congress International, Inc. (SBCC) 1997
- (8) National Electrical Code; National Fire Protection Association (NFPA) 1990
- (9) Standard Fire Prevention Code; Southern Building Code Congress International, Inc. (SBCC) 1991

The Code Enforcement Division's approval of plans and specifications does not relieve the owner, designers, and contractors, nor their representatives from their individual or collective responsibility to comply with applicable provisions of the building codes or other ordinances or state laws. This examination is not to be construed as a check of every item in the plans and submitted documents and does not prevent the building official from hereafter requiring corrections of errors in plans or construction.

REQUIRED BUILDING INSPECTIONS*

- Plumbing:** For water and waste lines under the foundation. Do not cover until inspected and approved by a building inspector.
- Foundation:** Forms, reinforcing steel, termite treatment and vapor barrier must be inspected prior to pouring concrete in beams, piers or slab. Rough grading for entire site shall be complete at this time.
- Dry-In:** All framing members in place, rough plumbing, electrical and gas systems in place and ready for inspection. Do not cover until inspected and approved by a building inspector.
- Final:** Building completed, all plumbing and electrical ready for "turn-on" and building occupancy.

* This is a list of minimum inspections required for standard construction. Multi-family residential, commercial or industrial construction may require additional or different inspections. The contractor must arrange for such special inspection with a building inspector.

NOTE: MINIMUM 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTION REQUEST.

TABLE 5-1
LOT STANDARDS

LOT TYPE	MINIMUM LOT AREA (IN SQ.FT.) (1)	MINIMUM LOT WIDTH (IN FEET)	MINIMUM LOT DEPTH (IN FEET)	MINIMUM FRONT SETBACK (IN FEET)	MINIMUM SIDE SETBACK (IN FEET)	MINIMUM SIDE STREET SETBACK (IN FEET)	MINIMUM REAR SETBACK (IN FEET)	MAXIMUM DENSITY (IN D, U,/ ACRE)	MINIMUM STREET STANDARD (2) (6)
Rural Residential	26,136	150	150	25	10	25'	10	1.2	LR-3 (2)(3)
Urban Residential	6,000	50	100	25	10	25'	10	7	LR-3 (4)
Apartment	7,500 (5)	75	100	25	10	25'	10	25	LR-3
Garden/Patio	5,000	45	100	25	10	25'	10	10	LR-3
Rowhouse	2,400	24	100	25	0	25'	10	15	LR-3
Non- Residential	7,500	75	100	25	10	25'	10	N/A	LC-1

(1) Minimum lot area per dwelling unit.

(2) Lots may be located on any street classification of greater but not lesser capacity than the minimum standard. The design of the development and the anticipated traffic generation will determine actual street design classification.

(3) Residential streets located in the extraterritorial jurisdiction (ETJ) may provide two-course surface penetration preparation as an alternative to the standards described in Section 615.2 of the Development Code. Residential streets located in the ETJ serving only subdivisions containing no greater than one dwelling unit per five (5) acres may provide streets constructed to the alternative street construction standard defined in Section 614.3 and Table 6-2 of the Development Code.

(4) Urban Residential developments with a density of two (2) dwelling units per acre or less may provide non-curbed and guttered paved streets as described in subsection 614.1.

(5) For apartment lots with more than (2) dwelling units, the minimum lot size is calculated according to the number of dwelling units as described in subsection 502.4.

N/A Not Applicable

(6) Minimum street frontage for residential lots is 24', for commercial is 47'.

**CITY OF HUNTSVILLE
BUILDING PERMIT APPLICATION**

Date Submitted: _____

Project Address: _____

Project Name: _____

Owner Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Contractor: _____

Address: _____

City, State, Zip: _____

Phone: _____

Engineer: _____

Architect: _____

Cost of Project: \$ _____

FOR OFFICE USE ONLY

Use of Building: _____

Describe Work: _____

Special Conditions: _____

Type of Construction: _____

Occupancy Group: _____

Size of Building: _____

Number of Stories: _____

Maximum Occupancy: _____

Fire Zone: _____

Fire Sprinkler: _____

Number of Dwellings: _____

Off Street Parking Spaces: _____ COVERED _____ UNCOVERED

DEVELOPMENT PERMIT APPLICATION

Parcel/Tax ID# _____

Applicant/Agent: _____

Address: _____

Phone: _____ Business: _____

Site Address: _____ Verify Address _____
(if different) (By Staff)

Owner: _____ Phone _____
(if different)

Address: _____

Subdivision: _____ Section _____

Lot _____ Block _____

Filed in Plat Records Vol. _____ Page _____ dated _____

Restrictions ____ No ____ Yes Vol. _____ Page _____

If not in a subdivision, Survey _____ Abstract _____ Acreage _____

Date purchased by current owner: _____

Vol. _____ Page _____.

Date that lot was created: _____

(if known)

Vol. _____ Page _____.

Is property in the City Limits _____ or ETJ _____ Zoning District _____

(Downtown, Management, Neighborhood Conservation)

Proposed Development: (description, attach site plan)

Proposed Use: Residential Single Family _____ Commercial _____
Multi-Family _____ Other _____

Applicant's Signature _____ Date _____

TO BE COMPLETED BY CITY STAFF

Check items to considered.

Conditional Use:_____	<u>Public Improvements</u>	<u>Development</u>
Non-Conforming Use:____	Water Available: _____	Building Construction_____
	Sewer Available: _____	Access _____
Certificate of Compliance	Permit Required: _____	Drainage _____
		Reclamation _____
Zoning_____	<u>Land Division</u>	Water _____
	Subdivision	Sewer _____
Utility_____	Minor _____	Sign Placement _____
	Major _____	Change of Use _____
	Lot Consolidation	Mobile Home Connection_____
	Certificate of Occupancy_____	

Comments:_____

_____.

Reviewed by:_____

Date:_____